

<b>Job Position:</b>	<b>Bartender</b>
<b>Location:</b>	<b>Tally's Dockside &amp; CG Hooks BBQ</b>
<b>Reports To:</b>	<b>Management</b>
<b>Employees Supervised:</b>	<b>No</b>
<b>FLSA Classification:</b>	<b>Non-Exempt</b>
<b>Benefits Eligible:</b>	<b>No</b>

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### **Position Summary:**

Representing Tally's Dockside & CG Hooks BBQ at the bar, you will greet and build relationships with guests, check for proper identification of customers to confirm legal age, take drink orders from patrons or servers and prepare and serve alcoholic and non-alcoholic drinks according to standard recipes, quickly, accurately, and without waste.

### **Position Duties / Essential Job Functions:**

1. Mixes ingredients, understands and follows recipes and guidelines for craft cocktails, serves wine and bottled or draught beer.
2. Maintains the beer tap coolers; restock new kegs, cleans inside on a daily basis.
3. Rings drink orders into register, collects payment and makes change, operates the cash register system, closes out bar checks, collects money and balances the cash drawer.
4. Responsible for the accuracy of the cash register and POS system
5. Responsible to monitor customers and refuse alcohol service to customers who have been over served and appear intoxicated.
6. Responsible for setup, maintenance and operation of the bar and service stations before shift and after shift. Wash and sterilize glassware, prepare garnishes for drinks and prepare and replenish appetizers.
7. Serves food at the bar or other assigned areas when applicable, as well as perform opening and closing duties as assigned.
8. Provides instruction to bar backs and other employees assisting with bar service.
9. Responsible for the appearance of the customer areas; tables wiped down, chairs straightened, floor sweep, cob webs removed, umbrella maintenance, etc
10. Maintains a clean environment inside bar, patio, and decks.
11. Promotes and markets company's events - knowledgeable on company's Facebook and Instagram accounts. Partners with management to create and implement daily/weekly specials, events, and promotions.

**Qualifications:**

- Proficient reading and math skills required
- Previous experience preferred
- Demonstrates proficiency in the use and understanding of a computer, mobile device, and social media applications, and company's POS system and reservation systems.
- Knowledge of or ability to quickly learn and memorize company's cocktail recipes
- Knowledge of mixology of alcoholic beverages to create new specialized drinks.
- Must be 21 years or older
- Attain a Serve Safe meeting held by the White Bear Police
- Attain the Alcohol Serving Training certificate within 30 days of hire.

**Personal Attributes Required:**

- Positive attitude; maintains high level of self-motivation
- Ability to handle stress and fast paced environment; maintain priorities and attention to detail especially under periods of high stress and demands
- Excellent memory and ability to multi-task
- Courteous and professional customer service skills
- Clear and friendly communication skills; ability to work with a diverse group of employees and customers
- Ability to handle confrontation and challenging customers in a professional manner
- Accuracy and confidentiality

**Essential Physical / Mental Requirements:**

- This job operates in an environment serving food and drinks to the public.
- Must be able to lift up to 50 pounds, must be able to walk, reach, and lift on a regular basis.
- Must be able to stand for long periods at a time without rest.
- Must be able to work in outdoor environments and handle exposure to variations in weather and conditions.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by the Company. All requirements are subject to modification at any time for any reason at the Company's sole discretion.

Revised: [date]

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Employee Signature

Date